CV vs Resume: What's the Difference?

Length - Layout - Purpose

- CV
  - no length limit
  - comprehensive record of background
  - common in academia

- Resume
  - typically one to two pages
  - summarizes skills and work experience
  - common for job application

Format

- Use a template or preset margins [no debate]
- Clean, simple, easy to read [no flourishes]
- Reverse Chronological Order [be consistent in every section of CV]
- No pictures
- Do not repeat items
- No filler – no fluff

- Make sure every detail is polished to perfection

Format

- One inch margins on all sides
- Simple font throughout
  - Arial, Times New Roman
  - 11 or 12 size [larger for your name and major subheadings
- Single spaced
  - Double blank space before major headings and single blank space after

- Share your CV in PDF format to avoid formatting changes

Format

- School CV platform – Interfolio
  - Faculty orientation to begin in February
  - https://account.interfolio.com/login
  - Download in WORD and edit WORD document as you desire

- Put your personal CV on your desktop for easier "care and feeding"

CV Components

- Contact Information
- Education
- Professional Appointments
- Teaching Experience
- Research/Scholarship Experience
  - Peer reviewed publications
  - Grants and Fellowships
  - Posters
- Service

- Development, CE participation
- Awards and Honors
- Additional Activities
- Languages and Skills
- References

CV Components

- Tailor your CV to the specific positions
- Place more relevant sections earlier in the document.

Contact Information

- Full name
- Professional title and affiliation
- Institutional address
- Your home address
- Email
- Telephone number

- [Optional] Research Objective -or- Personal Profile

Professional Appointments

- Position
- Department
- Institution
- City, State
- Dates worked

- Brief description of your responsibilities

Non-Academic Positions

- Position
- Employer
- City, State
- Dates worked

- Brief description of your responsibilities

[Optional] Research Objective or Personal Profile

- Brief, concise paragraph – examples:

- Research Objective: MS in Data Science. Seeking to leverage current research in competency based evaluation to undertake additional research regarding the use of education outcomes data to guide admissions, develop authentic competency metrics, and inform clinic quality initiatives.

- Personal Profile: Healthcare teacher and researcher with 10+ years of didactic, simulation and clinical instruction experience, including course direction. Published 10 articles in peer-reviewed journals and provided 15 invited presentations.

Education

- Degree
- Major
- Institution and School
- Year of completion or expected completion (no starting dates)
- Honors [if earned]

- Dissertation/Thesis Title and Advisor

Teaching Experience

- Role

- Course Title

- Institution and location [if multiple]

- Year range

- Brief one to two sentence course description, if title is not self-evident
  - Ex: Integrated Clinical Sciences III: Multidisciplinary Case Based Seminars. Evidence based interdisciplinary content is discussed regarding diagnosis, treatment plan, prognosis and outcomes analysis of more complex treatment needs.

Research/Scholarship Experience

- Publications
  - Peer-reviewed journals, books, book chapters, posters
- Grants
  - Funded [incl. amount] and non-funded
- Invited Presentations [Pacific views these as scholarship]
- Posters

- Create a separate heading for non-peer reviewed publications
  - Contact Point, etc.

Service

- Subheadings: School, University, Profession, Community
- Committee Name
- Institution, organization, business entity
- Dates of service

Development/Continuing Education

- Major experiences
  - Fellowships
  - Multiple day workshops
  - Certifications

Awards and Honors

- Name of award
- Name of the entity making the award
- Year awarded

Language Skills

- Note level of proficiency
  - Native/Bilingual
  - Fully Proficient
  - Advanced

Other

- Professional memberships
- Certificate of recognition or participation

References

- Full name and title
- Hard copy mail address
- Telephone number
- Email address

For additional information:

- zety: https://zety.com/blog/academic-cv-example

- Illinois Graduate College: https://grad.illinois.edu/sites/default/files/PDFs/CVsamples.pdf

- Elsevier: https://www.elsevier.com/connect/writing-an-effective-academic-cv

Questions?